

**EXETER-WEST GREENWICH
REGIONAL SCHOOL DISTRICT**

October 23, 2012

MINUTES

The form and content of these minutes conform to commonly accepted standards and shall become the official record of the meeting after review and approval by the School Committee. By definition, minutes are not a verbatim record for the proceedings.

The Exeter-West Greenwich Regional School District School Committee held a meeting on this date at 6:00 p.m. in the Jr. – Sr. High School Library. Members Present: Teri Maia-Cicero, Chairperson; Mark Rafanelli, Vice-Chairperson; Valerie Zuercher, Clerk; Theresa Donovan, Paul McFadden, Claudine Pande, Lee Kissinger. Others Present: James Erinakes, II, Superintendent of Schools; Robert Ross, Director of Administration; Student Member Abigail Borges (substitute)

ORDER – Chair Cicero called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited and Vice Chair Rafanelli read the District Mission Statement.

Open Forum – Community member Pat D’Andrea thanked all who participated in the Stephen J. Anderson Road Race and soccer game that took place over the weekend. She read a prepared statement acknowledging the dedication and efforts of Sharon Pelser who she said was the driving force for making the track and field sports complex go from a dream to a reality. She thanked Mrs. Pelser and said the community is fortunate to have her.

PRESENTATION – Student Member Report – Substitute Student Member Abigail Borges listed various past and future senior high school events. Student Council has planned a canned food drive for November and a Blood Drive for December. National Art Honor Society is holding its annual Spooktacular on Saturday. The Stephen J. Anderson 10th Annual Road Race took place over the weekend. Currently the boys’ soccer team is in first place. The girls’ soccer team is undefeated and with its win today, clinched the Division Championship. Volleyball senior night took place last evening. The football team won against Central Falls on Friday. A recent talent show was successful and raised \$800 that will go toward senior class trip costs.

ROUTINE ITEMS – CONSENT AGENDA - Superintendent Erinakes gave an overview of the Consent Agenda.

Mr. Ross and Superintendent Erinakes answered Member Donovan’s questions regarding *Bills*. Member Donovan noted that shipping costs for HM Receivables are more than 20% of the invoice and there are several others that are 10% or more.

Vice Chair Rafanelli made a motion to accept the consent agenda with the exception of the Executive Session Minutes of October 9, 2012; Seconded by Member Kissinger. The motion passed (7-0).

The following items were approved:

- A. Approval of Minutes – Regular Meeting Minutes of October 9, 2012**
 - B. Personnel Items**
 - 1. Appointments**
 - 2. Leaves of Absence**
 - 3. Resignations**
 - 4. Grievances**
 - 5. Non-Renewals**
 - 6. Recalls**
 - 7. Sabbaticals**
 - C. Bills – In the amount of \$274,328.19**
 - D. Home School Approval**
 - 1. New Family – Grade 8**
- End Consent Agenda**

Correspondence – (1) Commissioner of Education Decision Regarding *Students Requesting Transportation vs. EWG School Committee*

Members McFadden and Kissinger requested the opportunity to discuss Correspondence (1) during tonight's Executive Session.

NEW BUSINESS – High School Emergency Generator Discussion – Chair Cicero said she thought there would be a presentation this evening regarding the high school emergency generator. Member Pande agreed stating she had requested to have a presentation to have someone explain the benefits of having a generator in the high school, as well as what the emergency procedures are without a generator in place. Mr. Ross advised the presentation would be based on a comprehensive evaluation, which would require School Committee authorization. The memo enclosed to members includes a request for approval of \$3,000 for electrical engineer Robert McClanahan to provide a report that would include the scope and estimated cost of installing an emergency generator to power the Jr. – Sr. High School and the IT Center.

Chair Cicero questioned if a separate meeting to discuss the generator and Capital Asset Projects (CAP) would be necessary. Member McFadden said he thought the committee already had a CAP discussion, which included the generator. Member Pande said she could not move forward with discussing whether a generator is needed when she does not know how the facility is handled currently. She raised concern this request is ahead of where she is because this request is to look at the scope of the project for applying for a

grant to utilize the facility as an emergency shelter. Member Kissinger said the committee had previously discussed the emergency generator at length. At that time, he outlined what would happen in the event of an extended power outage during freezing temperatures. He offered he is an engineer and the committee could take his word or have someone in to present to report the same thing. He thinks there is a definite need for an emergency generator at the high school and more research is needed to determine what size is needed. He recalled that the committee had discussed the list of Capital Asset Projects but did not determine which projects the committee wants to do. Chair Cicero suggested a separate meeting because her understanding is that the committee is divided on this issue. Vice Chair Rafanelli said that he would be in favor of receiving information from the electrical engineer along with having Facilities Manager Bill Plumley present to explain how things are handled now. He would like to receive the information all at once.

Mr. Ross gave a brief overview of the current emergency procedures at the high school in the event of power loss and extended power loss during freezing temperatures. He reminded members that the origin of the emergency generator discussion was a result of lost power at the IT center during the tropical storm last school year. Several administrators received messages that the server systems were without power and there was a three-hour window in which to bring the servers down easy or the servers would go down hard. That initiated the discussion on a generator backup for the IT Center, which morphed into this discussion. He stressed the importance of not forgetting about the IT Center. The electrical engineer presentation to the School Committee will address the scope of work for the Jr. – Sr. High School and IT Center. Part of the report will be the secondary issue, which is to decide the appropriate use of the high school during a loss of power to the community and the state.

Superintendent Erinakes said he and Mr. Ross met with local emergency management personnel to discuss the use of the high school as an emergency shelter. At that meeting, they learned the RIDMAT (RI Disaster Medical Assistance Team) building located in West Greenwich is classified as a hospital, which moves that building to the top of the priority list for power restoration. Wawaloam, Metcalf and the high school are on that same power grid. Hence, those schools are part of that power restoration. Part of the discussion also included what would the community view appropriate use for the high school during an emergency. In terms of local area shelters, Metcalf School would be used as a point of distribution. However, there are limitations, so RIEMA offered that the high school could be an open place for community members to come to recharge electronic devices, take showers, and hold activities for kids. It would not be an emergency shelter. It would be a daytime support facility. Another part of the discussion was if the purpose of the high school is to support the community in the case of an emergency, could the District seek grant funds for an emergency generator. RIEMA offered to write a grant to secure funding for an emergency generator at the high school to offset the cost. The electrical engineer assessment would help in understanding the scope of work, which would also support the grant development process.

Vice Chair Rafanelli expressed concern that if the emergency procedure at the high school includes draining the sprinkler system that is not a good situation in the event of fire.

Members Kissinger and McFadden pointed out that in some occurrences, inclement weather could hinder the ability to travel to the building to drain pipes.

Clerk Zuercher moved to approve [*\$3,000 for payment to Electrical Engineer Robert McClanahan to provide a report that would include the scope and estimated cost of installing an emergency electrical generator to power the Jr. – Sr. High School and the IT Center*]; seconded by Member Kissinger.

Mr. Ross answered Member Donovan's concerns regarding IT security and backup protection precautions that are currently in place. Concerns were raised regarding the immediate need for an emergency generator at the IT Center to protect the network and student records, which is a primary concern in the interim of deciding on a generator to protect the high school. Member Donovan expressed concern about the proposal of the \$3,000 expenditure for an electrical engineer to do an analysis that is more involved than that and about where that funding would come from.

Member Pande said she is not ready for the \$3,000 expenditure. The discussion began with a generator for the IT Center and has become a bigger project. She does not have the information she needs to make a decision if a generator for the high school is even necessary. She questioned if it is necessary to expend \$3,000 to get the scope of work for a generator to power just the IT Center. Mr. Ross said the backup generator is going to be designed to power both the high school and the IT Center. The scope of work for the IT Center is much more limited with a cost of approximately \$30,000 to have a complete system in place. The \$3,000 expenditure would be for a comprehensive report to the School Committee including the District's needs.

Member McFadden proposed for \$3,000 acquiring a two-part scope and estimated cost analysis. Plan A: To power the High School and the IT Center. Plan B: To power just the IT Center. Member Kissinger pointed out that when talking about \$30,000 for a generator to service the IT Center, it is not going to cost much more than that to service both buildings. The District does not know what it will cost to power everything.

Member McFadden requested to move the motion.

Motion passed (7-0).

Vice Chair Rafanelli moved to move up item VII. B. Approve Indoor Track Program; Clerk Zuercher seconded the motion. Motion passed (7-0).

UNFINISHED BUSINESS – Approve Indoor Track Program – Superintendent Erinakes said he met with Sharon Pelser and Mr. & Mrs. Rothenberg. EWG Sports 4 Kids (EWGS4K) came with a plan to fund a senior high school Boys/Girls Indoor Track program for the current school year. Funding comes based on a combination of contributions. One donation came from the Ocean State Cross Country Invitational, another came from an anonymous donor, and the remaining funds would be guaranteed by the EWGS4K organization. The Superintendent said he is comfortable with the plan, which would fund the entire program for the entire year.

Vice Chair Rafanelli moved to support the request for an indoor track program with funds raised by the entities cited; seconded by Clerk Zuercher

Superintendent Erinakes answered Member Pande's clarifying questions.

Motion passed (7-0).

NEW BUSINESS – Fundraiser Request Approval – Sr. High School teachers Gwynne Millar, Christopher Massed, and Sharon Campbell addressed the committee requesting to have a donkey basketball fundraiser for the classes of 2015 and 2016. Millar said donkey basketball has been around for a number of years. It is a way for the community to come together for fun. The donkeys wear protective shoes. The donkey basketball organization has been in business over 18 years.

Clerk Zuercher moved to approve; seconded by Member Kissinger

Member Pande expressed concern about potential damage to the gym floor. Millar said she has the telephone number of a superintendent whose school held this event four years in a row on a new gymnasium floor without incident. Member Pande questioned if the district's insurance covers personal injury if someone gets hurt and is the amount sufficient. Mr. Ross said liability for injury would be covered as per the insurance carrier. Member Pande asked about disinfecting the floor if donkey *accidents* occur. Millar said that would be done and there is a procedure in place. Member Pande questioned if release of liability is required for donkey basketball participants and donkey riders. Massed said that would be drafted and signed by relevant persons.

Member Donovan requested to have the fire marshal review the capacity of the gymnasium in terms of the addition of livestock to determine if it changes the dynamics of the room and exceeds capacity.

Motion passed (7-0).

Approve 2013 – 2014 Budget Development Timeline – The committee reviewed the 2013-2014 Budget Timeline schedule of events. A discussion regarding whether to

schedule a second Town Council/School Committee Joint Meeting followed. Consensus was to schedule a second meeting for February 25. Member Donovan requested to send copies of the budget timeline to both Boards of Canvassers.

Member McFadden left the meeting at this time, (7:22 p.m.).

Member Pande pointed out that the Annual Budget Process policy says the second Joint Meeting is to present and explain the budget. Clerk Zuercher proposed that review could take place at the first Joint Meeting on February 7. Member Pande questioned if the budget would be ready by February 7. Vice Chair Rafanelli pointed out that the policy says the School Committee *should* request a second meeting. It is not a requirement. Clerk Zuercher and Member Kissinger shared their view that part of the Town Councils' responsibility is to partake in the School Committee's budget workshops if they have concerns. The committee requested Superintendent Erinakes send copies of the timeline to both Town Councils along with a letter inviting council members to attend the budget workshops.

Member McFadden returned to the meeting at this time, (7:26 p.m.).

Vice Chair Rafanelli moved to accept the Budget Development Timeline, with changes to the second Town Council Joint Meeting of February 25; Seconded by Member Donovan. Motion passed (7-0).

Superintendent Erinakes said he would make the necessary adjustments to the timeline and send it to the respective towns along with a letter inviting councilmembers to attend the Budget Workshops. The timeline would be sent to both Boards of Canvassers as well.

Approve 2013 School Committee Meeting Dates – Clerk Zuercher moved to approve [2013 School Committee Meeting Dates]; seconded by Member Kissinger. Motion passed (7-0).

Approve Calendar Revision Proposal – Superintendent Erinakes reminded members that at the last meeting he requested permission to investigate altering this year's school calendar to add two early release days for teacher professional development training. He learned from RIDE (RI Department of Education) that it is not a formal request. It is information. If the School Committee approves, the information would be sent to RIDE. He said the administrative team selected December 10 (snow day, December 17) and March 25 as early release days. Upon approval, a letter would be sent to parents and a revised calendar would be posted on the district website. Superintendent Erinakes requested the committee approve altering this year's calendar to provide two early release days.

Clerk Zuercher moved to approve; seconded by Member Kissinger. Motion passed (6-0-1). Member McFadden abstained.

Member Kissinger moved to move Recycling up to the next item on the agenda; seconded by Clerk Zuercher. Motion passed (7-0).

Recycling Discussion – Approve Recycling Dumpsters for Wawaloam and Metcalf Schools – Member Kissinger recapped that the committee had requested EWG Recycling Coordinator Egidia Vergano compose a letter requesting the towns to pay for two recycling dumpsters for Wawaloam and Metcalf Schools through RIRRC (RI Resource Recovery Corporation) recycling profit sharing program funds. Member Kissinger reported he has been in contact with Jennifer Paquet, Town Planner and manager of West Greenwich (WG) waste who expressed interest. As of last Thursday, Paquet reported she talked with Sara Kite of RIRRC. Kite communicated that recycling profit sharing program funds would not be permitted to go towards waste or recycling contracts and that \$90 per month (vendor's fee to the District) for a dumpster is a high price. Kite wants to explore whether or not there are lower cost options. Funds can go toward the purchase of a dedicated dumpster for recycling. Those dumpsters would be taken to RIRRC and would be specified as coming from the town(s) for credit. Kite has questions on a few matters but agrees it would be good to get all of the schools' recycling to count toward both of the towns' profit sharing percentages. Member Kissinger said he is waiting to hear back from Paquet.

Member Donovan reported she contacted Exeter Town Council President Arlene Hicks who referred her to Public Works Director Steve Mattescheck. Mattescheck and she have not connected yet. Member Donovan said she wanted to go to a Town Council meeting and address the entire council. She asked if there is a letter to make the request or if the committee is looking for information. Clerk Zuercher clarified that Vergano's letter would be used as the committee's request to the towns to help with funding the dumpsters.

Egidia Vergano said she made contact with RIRRC. RIRRC's official stance is that it has never happened before where there is a difference between whether or not you can pay for contract services or just the dumpsters. She is continuing to question that because the RIRRC program is to enhance recycling programs in communities to extend outreach. EWG is a community that does not have access to vehicles to collect recyclables on its own. She is questioning if RIRRC can reconsider and make exception. Secondly, if the towns decide to buy dumpsters, there is the ongoing cost for collection. As per Paquet, that is \$60 per month just in collection. Therefore, instead of paying \$90 per month if you own the dumpster, you would have to pay \$60 per month and to have it transferred to RIRRC. Vergano asked if the towns have to incur the cost of going all the way to RIRRC or could recyclables be brought to the local transfer station(s), which is less costly. Whichever local transfer station is designated to receive the schools' recyclables would

report to RIRRC what recyclables come from the schools. RIRRC would allocate it to the towns as decided by the Town Councils. Vergano acknowledged this item is not ready to vote on yet and said it would be a true shame if the schools were not able to proceed and continue the program. Clerk Zuercher offered assurance that the School Committee is definitely in support of the program. Member Kissinger pointed out the schools are a significant source of recyclable materials and the towns are behind in what the requirements are so it is in their best interest to capture as much of that as they can. He said that it is possible that once the towns reach a decision the School Committee would need to present a formal letter to the Town Councils. He was going to utilize Vergano's letter as the basis for a very brief presentation and is prepared to go to the next WG Town Council meeting. He is waiting for confirmation from Paquet if WG Town Council is receptive. Chair Cicero said the letter needs to come from the School Committee and she would sign it. Vergano offered to accompany Members Kissinger and Donovan when they present to the towns. Member Kissinger requested to draft the letter and submit it to Cicero and Donovan for approval so it would be ready. The committee agreed. Member Donovan pointed out that at least it would get officials from each community speaking about which transfer station to use. Chair Cicero said this item would continue on meeting agendas until resolved.

NEW BUSINESS – Grant Writer Contract Status – Superintendent Erinakes gave a breakdown of all grant writer services activities to date. He said that since grant writer services began in 2010, the District received back in grant funds just slightly above the total budgeted expense paid. Approximate \$8,000 was budgeted and paid for each of the two grant writer contracts. He comes across many opportunities that he could direct the grant writer to pursue and feels it was not a waste of money. Grant writing services are in the budget. This discussion is about extending or writing a new contract with a fiscal impact of approximately \$1,000 per month from November 1, 2012 to May 31, 2013.

Member Kissinger moved to approve continuing the district's grant writer services;
Seconded by Clerk Zuercher.

Superintendent Erinakes said he could include grant writer service activities in his monthly status reports to keep the committee updated. He wants an experienced individual to oversee, edit, and provided support in strengthening proposals for faculty members writing grant applications.

Motion passed (7-0).

In response to Member Donovan's comments, Superintendent Erinakes agreed that the grant writer, Mr. Proudfoot should be included in the discussion for developing a grant to secure funding for an emergency generator at the high school.

UNFINISHED BUSINESS – BCI (Bureau of Criminal Identification) Background Checks Discussion Employee/Volunteers – In follow-up to the committees' request at the last meeting for information, Superintendent Erinakes brought two examples of background check policies from other school districts. He reported that most policies are similar to the one from Cranston Public Schools that does not stray from the written laws. The Foster-Glocester policy was recently revised to extend the disqualifying events beyond the written general laws. It has only been in place since March so there have not been any issues yet. Foster-Glocester asks for disclosure from volunteers and looks at the court records website. That superintendent said he expects at some point that the policy would be appealed. Information from Attorney Henneous revealed that the DCYF policy is one that extends beyond written laws. DCYF is a different facility though so maybe the rules are different. In terms of challenges, there is a challenge case in Cranston involving a parent volunteer applicant with a felony conviction. That parent appealed using the fact that addiction is a disability. RIDE upheld that decision based on disability and the parent was allowed to volunteer. There is not a lot of case law because there are not a lot of communities that extends beyond written laws.

A discussion ensued and members shared ideas and opinions on what changes to make to the background screening requirements currently set in policy. Consensus was to shorten the period of time for retakes from five years to four years, move to national background checks that include fingerprinting, and impose the cost of \$36 on the applicant unless there is financial hardship.

The discussion moved to background rechecks for staff. Superintendent Erinakes said the current policy requires staff to disclose felony convictions. Failure to do so would result in consequences. Every time a teacher renews his or her teaching certificate through RIDE, they are required to disclose if they have ever been convicted of a felony. If they are untruthful, there are significant consequences. Depending on a teacher's evaluation rating, recertification is required every 1 to 7 years.

Vice Chair Rafanelli said his employer requires employees to have a national check every 10 years. He would support having staff members submit to rechecks perhaps every 7 years. Member McFadden proposed the District would pay for rechecks. Over seven years it would cost approximately \$1,000 per year, which is not a lot of money considering it would ensure protecting the safety of students. Clerk Zuercher proposed sending this to the policy subcommittee for review and having both options brought back for consideration. Member Donovan said she is glad it will include employees. The committee cannot be too careful.

Policies Review/Adoption – 1401: School Committee's Public Interactions – Amendment – Chair Cicero advised that this item would be postponed pending policy subcommittee review. Superintendent Erinakes said he would arrange a policy subcommittee meeting.

Technology Update – Superintendent Erinakes provided copies of the Technology Committee Report October 23, 2012, highlighting the technology issues that exist as the District prepares for the new PARCC (The Partnership for Assessment of Readiness for College and Careers) assessments, which are technology based. He said the District does not have the right technology in place and does not have enough of it. There are issues in the areas of infrastructure, wireless capacity, and teacher training. PARCC requires students to do things in a very different way. Teachers need the training to support students.

Member Kissinger expressed dismay that the District is so far behind in PD (professional development). Superintendent Erinakes said that a good job has been done identifying our needs. There is a lot of work to do to move in the right direction. The technology piece is a big concern. It needs to focus on how to bring technology in to comply with the new assessment system and how to use technology to optimize student learning. The technology report shows that the District has the potential of getting a comprehensive technology assessment from CDW-G; the vendor selected by RIDE. At the next School Committee meeting, a presentation on the topic of technology would be brought to the committee to give a broader understanding of the District's needs and the offers available from CDW-G. Vice Chair Rafanelli requested building principals to be present at that meeting.

Capital Project Update – Mr. Ross reported there was a bid opening last Friday for the last part of the Capital Bond Project. The base bid included the ADA access to the IT Center, which involves a concrete walkway, parking area, and two-way traffic roadway with \$100,000 for the base bid and \$67,000 for the bid alternate. The available funds in the Capital Bond Project Fund are \$81,000 that is \$20,000 short of the base bid alone. In response to Member Kissinger's inquiry, Mr. Ross listed various expenditures disbursed that brought the fund balance down from \$130,000 to \$81,000. He gave a brief overview of Housing Reimbursement projects/reimbursements. He said the building committee has a base bid of \$100,000 and only \$81,000 remaining. The building committee would come to the School Committee to fund the difference with the Capital Reserve Fund, which has a \$115,000 balance. If School Committee takes on what is in the bond fund and what it needs to complete phase one, that after fees it would be approximately \$30,000 to get the base bid done. That would leave the overflow parking and the area in front of shed still unpaved. The \$100,000 base bid plus the \$67,000 alternate bid equals \$167,000. The Capital Bond has an \$81,000 remaining balance. The \$81,000 is subject to the bond reimbursement of around 56%. The remaining balance would be through the Capital Asset Plan fund, which is around 62% reimbursement. If round up to \$100,000, we would get \$60,000 back but our cash flow would be strapped for \$100,000 for this year. Reimbursement would begin next year. We are up against the weather. In addition, this is the third time this has gone to bid. Contractors are asking if the District is really going to bid the job this time.

Member Kissinger moved to approve additional funds to complete the base bid and request a 90 or 120 day extension on the contract so that if other capital projects do not come to pass, we would have the option in the spring to complete the bid alternate. But there is no guarantee because we may decide we want to do other capital projects with whatever funding we have.

Chair Cicero questioned if Member Kissinger is proposing to allocate \$19,000.

Member Kissinger said to allocate enough money to complete the base bid plus unforeseen costs whatever that number is could be up to \$30,000.

Mr. Ross said the \$19,000 would come from the Capital Reserve Fund to cover the base bid plus whatever unforeseen costs arise. He could bring the capital reserve balance to the next meeting.

Member Pande seconded the motion. The motion passed (7-0).

Reports/Comments – Chair Cicero reverted to the October 9, 2012 Executive Session minutes that Member Kissinger requested to pull from the consent agenda.

Member Kissinger questioned whether the motion in the October 9, 2012 Executive Session minutes was recorded accurately. Clerk Zuercher read the motion aloud and said it is correct.

Member Kissinger moved to accept the Executive Session Minutes; seconded by Donovan. The motion passed (7-0).

The following item was approved:

E. Approval of Minutes – Executive Session Minutes of October 9, 2012

Important Dates and Meetings – Wednesday, October 24, 2012 – Capital Project Building Committee Meeting; Thursday, October 25, 2012 – Negotiations Meeting @ 5:PM; Wednesday, October 31, 2012 – Capital Project Building Committee Meeting; Thursday, November 1, 2012 – Negotiations Meeting @ 5:PM; Wednesday, November 7, 2012 – Capital Project Building Committee Meeting; Tuesday, November 13, 2012 – School Committee Meeting; Wednesday, November 14, 2012 – Capital Project Building Committee Meeting; Wednesday, November 21, 2012 – Capital Project Building Committee Meeting; Tuesday, November 27, 2012 – School Committee Meeting; Wednesday, November 28, 2012 – Capital Project Building Committee Meeting

Member Donovan noted that there is a negotiation meeting scheduled for Thursday, November 8 at 5:00 PM that does not appear on the list of important dates and meetings. With respect to the date to advertise the joint meetings shown on the Budget Development Timeline, January 22 is on a Tuesday and not on a Thursday.

EXECUTIVE SESSION – RIGL 42-46-4 and RIGL 42-46-5 – Clerk Zuercher moved to go into Executive Session at 9:10 p.m. in accordance with 42-46-5(a)(2) – Litigation Update/Discussion: RIDE Litigation regarding Transportation to non-public/non-profit schools; seconded by Vice Chair Rafanelli and voted as follows:

Teri Maia-Cicero	Yes
Mark Rafanelli	Yes
Valerie Zuercher	Yes
Lee Kissinger	Yes
Claudine Pande	Yes
Theresa Donovan	Yes
Paul McFadden	Yes

Meeting recessed to Executive Session at 9:10 p.m.

Clerk Zuercher made a motion to reconvene to Open Session; Seconded by Member Kissinger. The motion passed (7-0).

Meeting reconvened to Open Session at 9:45 p.m.

There were no votes taken during Executive Session.

Adjournment – Clerk Zuercher made a motion to adjourn; Seconded by Member Pande. The motion passed (7-0). Meeting adjourned at 9:45 p.m.

**ROBIN CERIO
CLERK**